



CHINESE CHRISTIAN HIGH SCHOOL

Enroll now to manage your school account...

- Easily • Efficiently • Electronically



e-Tuition

Save \$100 Now!

Save \$100 off registration fees and make all of your school payments automatically, quickly, and timely:

- ✓ No more cash
- ✓ No more checks
- ✓ No more stamps
- ✓ No more late payments
- ✓ No more worries
- ✓ No more hassles

How it works:

You will continue to receive a billing statement around the 25th of the month. If everything is correct, do nothing. Your payment will automatically be handled on the 3rd of the following month by electronic fund transfer. If there is a question about your statement, notify us and we will not transfer any amounts in dispute. It's that simple! Manage your school account with a minimum of effort using our *eTuition* program.

How to Start:

Signing up for *e-Tuition* takes just three easy steps:

- 1. Carefully read over the information provided.**
- 2. Complete this *e-Tuition* enrollment form. Don't forget to sign and date it!**
- 3. Submit the form to the school office with a voided check.**

Help yourself & CCHS:

By enrolling in *e-Tuition* you not only save \$100 off your registration fees, you help the school. Electronic fund transfers greatly reduce the time, labor, and resources needed to collect, post, record, and reconcile monthly payments. It is also safer and more accurate than handling large amounts of cash or large numbers of checks for deposit.

e-Tuition will streamline our office and accounting processes, giving us more time to serve you.

CHINESE CHRISTIAN HIGH SCHOOL e-Tuition Enrollment Form



Please Print:

Personal Information

Student Name: _____

Account holder(s) _____ CCHS Billing Account Number: _____

Address _____ Effective Date: _____

City _____ State _____ Zip: _____

Telephone (____) _____ E-mail: _____

Checking Account Information

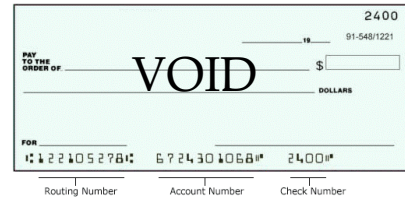
(Please attach a voided original check)

Name of Financial

Institution _____

Routing Number _____

Account Number _____



Agreement *(Please read, sign, and return)*

I understand that if my financial institution or account information changes, it is my responsibility to notify Chinese Christian High School (CCHS). I also understand that if CCHS is no longer able to deduct my payments for any reason, I will then be responsible for initiating the payments. I understand that this request and authorization is voluntary on my part and that I can terminate it at any time by giving notice, although **early termination will mean the \$100 per student e-Tuition discount I received at re/enrollment will be charged back to my account.**

I hereby authorize CCHS to initiate a deduction on the 3rd of each month from my designated account and I authorize my financial institution to honor the withdrawal initiated by CCS. I understand this authority remains in effect until it is cancelled in writing by me, CCHS or the financial institution.

Signature: _____ Date: _____

If any automatic payment is returned unpaid by the financial institution for any reason, a \$30 insufficient funds fee will be charged to your account. We reserve the right to change this fee from time to time. Any payment on the account will be first applied to this fee and other outstanding fees due, then to the current amount due.

Frequently Asked Questions

Is participation mandatory? No. It is completely voluntary and you can change your mind at any time.

What will it cost me?

Nothing! You save \$100 per student off registration fees! The money saved by reducing the processing by the school office and accounting department pays for this program.

Are electronic fund transfers safe?

Yes. They are less risky because they cannot be lost, stolen, forgotten, or destroyed.

How do I control payments?

Simply check your monthly billing statements for accuracy. If the statement is correct, payment will automatically take place on the 3rd day of the month. If you have questions, simply bring them to our attention. No funds will be transferred while an amount is in dispute.

What if I change my bank account?

Notify the school office, and we'll give you a new authorization form to complete.

Who do I talk to if I have questions?

Contact the school office or the school bookkeeper if you have additional questions or concerns (510-995-5333)